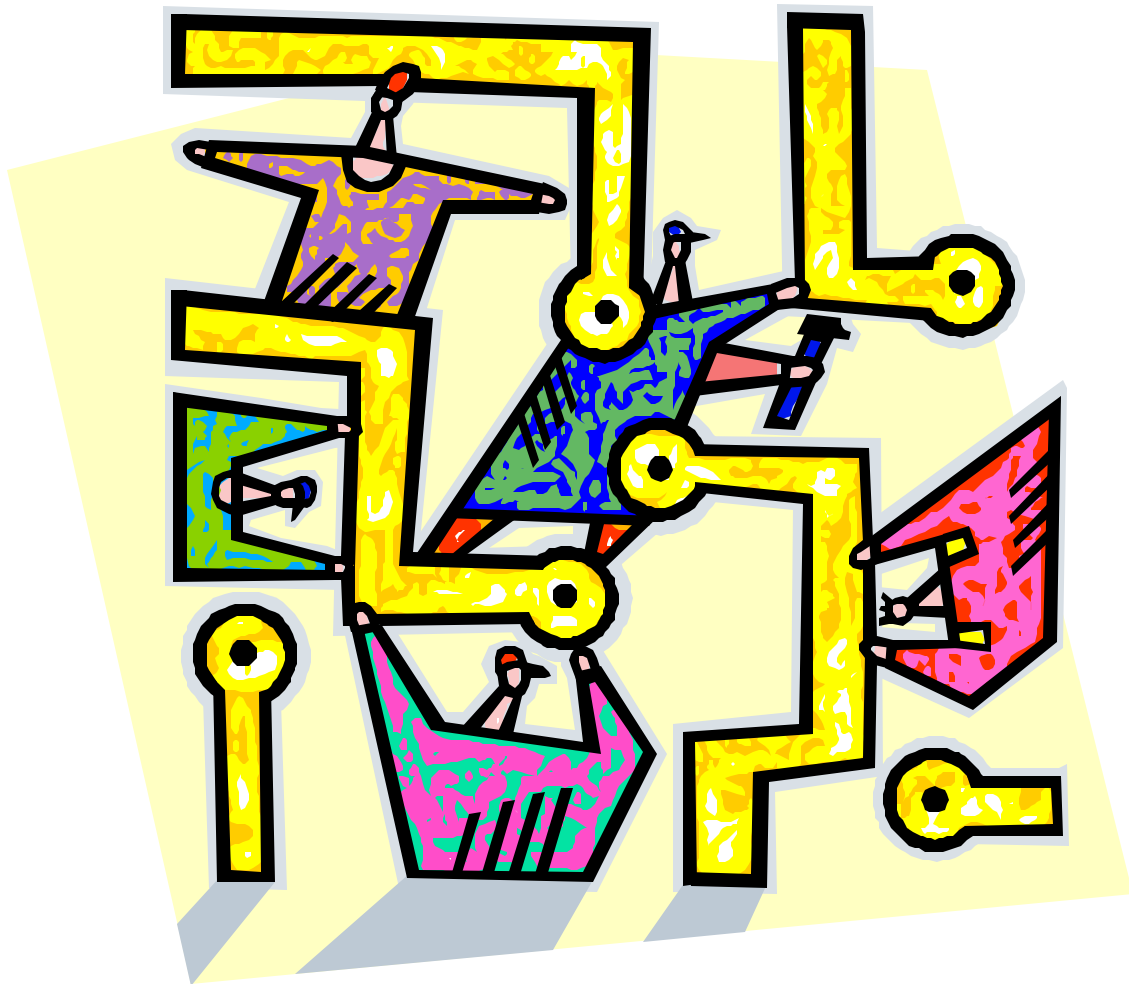


*Project Management Framework*  
*Quality Assurance Plan Template*



# *Quality Assurance Plan Template*

## ***Introduction***

### **Purpose**

*(Describe the purpose of the QA plan and its relationship to the project plan.)*

### **Scope**

*(Provide a general description of the areas to be addressed by the QA plan.)*

### **Background**

*(Provide a brief, general description of the project to provide context for the QA plan.)*

### **Quality Checkpoints**

*(Describe in detail the QA processes to be used and when they will be used. For each of the cited checkpoints, provide a high level overview of who will be involved, criteria to be used in evaluation and who will review/approve the results.)*

## **References**

*(Cite any reference material used in developing the plan such as methodologies, tools or best practice material.)*

## **Staffing**

### **Roles and Responsibilities**

*(Identify the overall responsibilities of the quality assurance team and the project team as well as their individual responsibilities at the various quality checkpoints.)*

### **Required Skills**

*(Identify the knowledge, skills and experience necessary to perform QA activities.)*

## **Reviews**

### **Methodologies and Standards**

*(Identify the methodologies to be used and standards to be applied to the project and product QA.)*

## **Quality Assessments & Reviews**

*(Describe the review processes that will be used to verify quality of project work processes and project work products. Include details on assessments or reviews, when they will be conducted, who will conduct them, scope of review, success criteria, QA reporting formats and review processes.)*

## **Quality Assurance Milestones**

*(Identify the QA deliverables and the timelines associated with those deliverables. For each checkpoint, include information such as checkpoint name, lead QA resource, QA deliverable, and planned start and end dates.)*

## **Resource Estimates**

*(Include an estimate of the resources required to perform QA activities, such as number of staff and hours of effort.)*

## **Contractor Controls**

*(If using contracted QA resources, include a section that describes the controls and processes in place for monitoring contractors work product and deliverables against agreed to timelines and levels of quality.)*

## ***Corrective Action***

### **Process**

*(Provide a high level description of planned procedures to track and resolve problems or issues identified in project processes detected in QA reviews.)*

### **Product**

*(Provide a high level description of planned procedures to track and resolve problems or defects identified in project products detected in QA reviews.)*

### **Preventive Measures**

*(Describe any processes or measures put in place to prevent detection of errors or problems in QA activities. Reviewing lessons learned from prior projects may provide a valuable starting point.)*